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**ACADEMIC INTEGRITY POLICY**

California Pacific Charter Schools and its programs (“CalPac” or the “Charter School”) considers academic honesty to be one of its highest values. Students are expected to be the sole authors of their work and to exhibit honest behavior and academic integrity. Use of another person’s work or ideas must be accompanied by specific citations and references. The purpose of this policy is to create and maintain ethics and integrity in all academic endeavors and to provide our students with an understanding of what is and is not acceptable.

**DEFINITION OF PLAGIARISM:**

1. The unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work.
2. Something used and represented in this manner.

**EXAMPLES OF PLAGIARISM AND ACADEMIC DISHONESTY INCLUDE, BUT ARE NOT LIMITED TO:**

1. Quoting someone else's words, sentences, paragraphs, or an entire paper without acknowledging the source
2. Paraphrasing someone else's ideas, opinions, or theory without acknowledging the source
3. Imitating someone else's structure or argument without acknowledging the source
4. Using more of a source than you acknowledged in your citation
5. Copying a fellow student's work, paper, and/or essays and turning it in as your own
6. Copying another student's computer file and submitting the work as your own, or allowing such to happen
7. Buying an essay, paper, or written work online without acknowledging the source
8. Using teacher manuals or answer keys

Regardless of the student's intent, the above acts constitute plagiarism and/or academic dishonesty. In essence, plagiarism is the theft of someone else’s ideas and/or work. Whether a student copies verbatim or simply rephrases the ideas of another without properly acknowledging the source, it is still plagiarism. In the preparation of work submitted to meet course requirements, whether a draft or a final version of a paper or project, students must take great care to distinguish their own ideas and language from information derived from other sources. Sources include published primary and secondary materials, electronic media, and information and opinions gathered directly from other people.

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**ACADEMIC INTEGRITY POLICY****PROCESS FOR ADDRESSING INCIDENTS OF ACADEMIC DISHONESTY IF A STUDENT COMMITS AN ACT OF PLAGIARISM OR ACADEMIC DISHONESTY:****INITIAL INCIDENT**

The teacher will confirm the student plagiarized or has been academically dishonest. The teacher will consult with school administration to set up a plan to help the student learn about plagiarism and academic dishonesty, and how to avoid it in the future.

The student will be required to redo the assignment within the allotted time frame and may receive a reduction in the grade of that assignment depending on the age of the student and the severity of the academic dishonesty. If the student does not redo the assignment, the student will receive an F/zero.

**SECOND INCIDENT**

If a student commits an act of plagiarism or academic dishonesty for a second time:

The student will receive an F/zero for the assignment with no opportunity to redo the assignment. A conference call with teacher, parent, and school administrator will be scheduled to explain seriousness and to provide additional support.

**THIRD INCIDENT**

If a student commits an act of plagiarism or academic dishonesty for a third time:

The student receives F/zero on the assignment. The student will receive a reduction of one letter grade for the entire course, regardless of which courses the first two offenses occurred. Conference call with teacher, parent, and school administrator (guidance counselor). Student may be subject to discipline in accordance with applicable due process provisions in accordance with the relevant charter petition, which is available upon request.

**FOURTH INCIDENT**

If a student commits an act of plagiarism or academic dishonesty for a fourth time:

The student receives F/zero on the assignment. The student will receive an F/zero for the entire course, regardless of which courses the first three offenses occurred. Conference call with teacher, parent, and school administrator (guidance counselor). Related education records, including disciplinary records, may be provided to colleges or other school districts where the student seeks to enroll or transfer as permitted in accordance with applicable law. The student may be subject to discipline in accordance with applicable due process provisions in accordance with the relevant charter petition, which is available upon request.

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**ACADEMIC INTEGRITY POLICY****SPECIAL EDUCATION STUDENTS OR STUDENTS WITH 504 PLANS**

If the at-risk student is an identified Special Education student, including a student with an IEP or 504 plan, the teacher will contact the Special Education Department or school counselor/504 coordinator and comply with all provisions of applicable law in addressing any student conduct concerns, including plagiarism.

**GRIEVANCE PROCEDURE**

The following procedure is established to ensure that students' grievances are addressed fairly by the appropriate persons in a timely manner. The school prohibits discrimination against students/families on the basis of disability, race, creed, color, gender, national origin, or religion. If a student is accused of plagiarism, cheating or other forms of academic dishonesty and the parent/student disagrees:

The student and parent/guardian will address the school administrator in writing with the reason for the grievance, including why they believe the accusation is not accurate/appropriate. The school administrator will investigate and respond with a written determination within ten (10) working days. If the concern or grievance is not resolved, the student and parent/guardian may, within ten (10) working days, request a review with the governing board. The board shall investigate and respond to the student and parent/guardian within ten (10) school days after the review. The decision of the board will be accomplished by the vote of a simple majority and the decision is final.